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Transportation

**VEHICLE ACCIDENT/ABUSE
PROGRAM PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 31 LRS/LGRS
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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, Air Force Manual (AFMAN) 24-307, *Procedures for Vehicles Maintenance Management*, AFMAN 24-307 USAFE SUP 1 dated 5 June 2002, *Procedures for Vehicle Maintenance Management*, Air Force Instruction (AFI) 24-301, *Vehicle Operations*, and supplements AFI 24-302, *Vehicle Maintenance Management*. This instruction promotes the safe operation of government vehicles and establishes accident and abuse policies and procedures to include reimbursement of funds. It applies to all personnel operating government vehicles assigned to Aviano Air Base, Italy. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

1. Management:

1.1. The purpose of this program is to deter vehicle accidents and abuse, which jeopardizes lives and drains our limited resources. Commander emphasis and direct involvement is essential to the program's success.

2. The Program:

2.1. Responsibilities: All units assigned, attached to or associated with the 31st Fighter Wing will ensure compliance with this instruction.

2.2. Objective: Reduce number of vehicle accidents and abuses, protect Air Force personnel from injury and/or death and reduce or eliminate unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to eliminate vehicle accidents and/or abuses at Aviano.

2.3. General: The base vehicle maintenance function is funded and staffed to provide preventive periodic maintenance and repairs due to fair wear and tear, but not for accident and abuse repairs. Money to repair accident and abuse damage must be taken from using organization funds.

2.3.1. The keys to successfully reducing the number of accidents and abuses are to encourage commanders to maintain high standards of vehicle operator training and discipline and to make base personnel aware of the high costs associated with accident and abuse cases repair. Simply stated: "If you break it, you pay for it."

2.3.2. Scheduled inspections and maintenance are the only way the 31st Logistics Readiness Squadron Vehicle Maintenance Element (31 LRS/LGRVM) can ensure a safe and serviceable vehicle fleet. These inspections are time-critical and must be completed at certain intervals to meet manufacturer and Air Force serviceability criteria. Therefore, overdue vehicles, vehicles not turned into 31 LRS/LGRVM for scheduled maintenance on or before their assigned appointment dates, will be considered vehicle abuse cases when turned in and may be processed in that manner.

2.3.3. The using unit's Commander will use their squadron funds to pay for repairs attributed to accident or abuse for vehicles operated by their personnel, to include U-Drive-It vehicles. Government Purchase Card payments are required upon request or upon repair completion. If payment has not been received, the vehicle will remain at the contractor incurring additional storage charges unless an appeal has been filed. The 31 LRS Commander (delegated to the 31 LRS Operations Officer) will contact the owning organization's commander/resource adviser if timely payment is not made.

3. Procedures:

3.1. All Government Owned Vehicles (GOV) involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be turned into the 31 LRS/LGRVM as soon as possible, but no later than the next duty day, so the damage assessment and initial repair cost estimate can be accomplished.

3.1.1. IAW AFI 24-301 and this instruction, a Standard Form 91, *Motor Vehicle Accident Report*, and DD Form 518, *Accident Identification Card*, must be completed with all pertinent information and provided upon vehicle turn-in to 31 LRS/LGRVM. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the responding Security Forces Squadron's individual name and rank in block 81 of the Standard Form 91.

3.1.2. The unit Commander and VCO/VCNCO will be notified by e-mail ([Attachment 2](#), Notification letter), along with legal, finance and safety offices upon vehicle turn-in. In the event of a GOV accident, include a copy of the Security Forces accident report for wing safety office use, if available, (AFMAN 24-307 par. 1.28).

3.1.2.1. The using organization has 10 calendar days from e-mail notification to conduct an investigation, gather ROS data (if required), take pictures, provide a release letter ([Attachment 3](#), Maintenance Release letter) and/or file appeal to 31 LRS Vehicle Management and Analysis (VM&A). 31 LRS/LGRVM will open an accident/abuse repair work order and begin repairs on the 11th calendar day, or upon receipt of the release letter ([Attachment 3](#)) from the organization, whichever comes first, unless appealed (see Para [3.1.5](#).)

3.1.3. A vehicle repair estimate work order will be accomplished and pictures taken to create an accident or abuse case file.

3.1.3.1. The Vehicle Accident/Abuse Estimate letter ([Attachment 4](#)) will be provided within the first 10 calendar days from e-mail notification and forwarded to the organizational commander and VCO/VCNCO by 31 LRS VM&A.

3.1.3.2. If willful negligence is substantiated, Report of Surveys will be accomplished IAW AFMAN 23-220, Chapter 18.

3.1.3.3. The investigator can not hold the position of VCO/VCNCO.

3.1.3.4. Commanders may initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost in accordance with AFMAN 23-220, Para. 8.63.

3.1.4. If the estimated repair cost exceeds the vehicle's "one-time repair limit," the vehicle is considered uneconomically repairable and will not be repaired; however, exceptions may be made to meet mission needs. These are determined by the 31 LRS Commander (delegated to the 31 LRS Operations Officer), HQ USAFE/A4 or 31 LRS Vehicle Maintenance Manager, depending on vehicle type.

3.1.4.1. After repairs are completed, the actual repair cost is computed as follows:

3.1.4.1.1. To the maximum extent possible, vehicle accident/abuse repairs will be contracted to local vendors, due to limited manning/resources. There may be cases where local vendors can not accomplish repairs due to mil-specific design vehicles. If the vehicle is repaired by 31 LRS/LGRVM, the using organization is charged with the cost of replacement parts and civilian labor. Funds transfers will be accomplished by relative funding documents and credited to the 31 LRS O&M account. This will be accomplished through the Automated Business Services System program. 31 LRS/LGRVM sends repair costs to the 31 LRS Resource Advisor, who in-turn requests funds transfer from the using organization.

3.1.4.1.2. If the vehicle is repaired by a contractor, the unit is charged with the repair cost (parts and labor) and will pay for damages with their unit Government Purchase Card upon acceptance and inspection by authorized vehicle maintenance personnel of repairs made. The using organization commander or designated representative will make payment to the contractor.

3.1.4.2. Accidents and abuse case statistics will be reported/tracked by 31 LRS/LGRVM.

3.1.5. Commanders disagreeing with the findings of liability may appeal to the 31 LRS Commander, delegated to the 31 LRS Operations Officer, within 10 calendar days from e-mail notification (Para [3.1.3](#)). Additionally, intent to appeal must be coordinated with 31 LRS VM&A prior to the 10th calendar day. If the 31 LRS Operation Officer does not support the appeal, the appeal package will be forwarded through the 31 LRS Commander, 31st Mission Support Group Commander to the 31st Fighter Wing Vice Commander for final determination.

3.1.5.1. In case of an appeal, the commander of the responsible unit has an additional 30 days

to appeal from the date the appeal is received at 31 LRS/LGRVM. If the appeal is approved, no transfer of funds will occur. If the appeal is unsuccessful or has not been resolved within 60 days of notification, 31 LRS will then contact the financial analysis section to make sure the required payment is made.

3.1.6. Payment by Government Purchase Card is directed. The organization will pay all bills associated with repair upon release of vehicles from a contractor and acceptance by vehicle maintenance personnel.

3.1.7. An AF Form 20, *Repair Costs and Repairable Value Statement*, will be prepared when requested by the ROS officer and when a member is reimbursing the Air Force, IAW AFMAN 24-307, Para. 2.15.2.

THOMAS G. SALDO, Lieutenant Colonel, USAF
Commander, 31st Logistics Readiness Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AFMD— Air Force Policy Directive

AFMAN— Air Force Manual

AFI— Air Force Instruction

GOV— Government Owned Vehicle

VM&A— Vehicle Management And Analysis

Attachment 2**SAMPLE VEHICLE ACCIDENT/ABUSE NOTIFICATION**

DATE

MEMORANDUM FOR (unit CC/VCO/VCNCO)

FROM: 31 LRS/LGRVM

SUBJECT: Vehicle Accident/Abuse Notification

-Vehicle Reg Number _____,

-Suspense _____ (10 calendar days from turn in date)

1. The above vehicle assigned to your unit was turned in to 31st Logistics Readiness Squadron Vehicle Maintenance Element (31 LRS/LGRVM) with damage that cannot be attributed to fair wear and tear. A vehicle accident/abuse package Case Number: (CASE NUMBER) has been initiated to determine damage and to establish an estimated repair cost (**Attachment 3**).
2. IAW AI 24-302, organizations have 10 calendar days from the e-mail notification, or date of this letter, to conduct an investigation, gather ROS data (if required), take pictures, provide a release letter (**Attachment 2**) and/or file an appeal to 31 LRS Vehicle Management and Analysis. 31 LRS/LGRVM will open an accident/abuse repair work order and begin repairs on the 11th calendar day, or upon receipt of the release letter from the organization, whichever comes first.
3. Please contact 31 LRS Vehicle Management and Analysis at DSN 632-7516 for any further information regarding this memo.

NAME, RANK, USAF

31 LRS Vehicle Management and Analysis

Attachment 3

SAMPLE VEHICLE ACCIDENT/ABUSE MAINTENANCE RELEASE

DATE

MEMORANDUM FOR 31 LRS/LGRVM

FROM: (unit CC/VCO/VCNCO)

1st Ind (your unit/CC)

SUBJECT: Release of Vehicle For Repairs

1. The vehicle accident/abuse package (CASE NUMBER) against REG NUMBER has been reviewed by my Commander and myself. We determined our squadron will pay all repair costs for this vehicle. The vehicle is authorized for release to maintenance.

2. Contact me at DSN 632-(your number) if any further information is required regarding this memo.

NAME, RANK, USAF

VCO/VCNCO, (your unit)

1st Ind, (your unit)

MEMORANDUM FOR 31 LRS/CC

Concur / Non-Concur

NAME, RANK, USAF

Commander, (your unit)

Attachment 4**SAMPLE VEHICLE ACCIDENT/ABUSE ESTIMATE**

DATE

MEMORANDUM FOR ____/CC/VCO/VCNCO

FROM: 31 LRS/CC

SUBJECT: Vehicle Accident/Abuse Estimate Letter

-Vehicle Accident/Abuse Case Number _____,

-Vehicle Reg Number _____

-Repair Release Suspense_____ (10 calendar from e-mail notification)

1. The above vehicle assigned to your unit was turned in to the 31st Logistics Readiness Squadron Vehicle Maintenance Element (31 LRS/LGRVM) with damage that cannot be attributed to fair wear and tear. After careful inspection of the vehicle we found the following:

Description of Damage:_____

The attached work order lists the repairs and estimated price necessary to return the vehicle to a safe and serviceable condition.

2. Please send us a written statement releasing the vehicle to maintenance for repairs ([Attachment 2](#), Sample Release letter) within 10 calendar days of e-mail notification (see AI 24-302, Para [3.1.3.](#)). Close coordination with 31 LRS Vehicle Management and Analysis must be initiated as to the units' intent (appeal, required for investigation, ROS, payment). This will allow us to expedite repairs and return the vehicle to service.
3. As outlined in AFMAN 24-307, *Procedures For Vehicle Maintenance Management*, 31 LRS/LGRVM is not funded to cover accident/abuse repairs. If the vehicle will be repaired by 31 LRS/LGRVM, the estimated cost of \$_____ includes parts and direct labor. If repaired by contract, the unit will pay for all cost with the Government Purchase Card (GPC). If purchase exceeds the \$2,500 limit, a letter of request will be provided to the GPC coordinator to exceed limit. Funds not been received within 30 days of notification, 31 LRS will request a transfer of funds from the using organization's resource advisor.
4. If you have requested an appeal in writing to the 31 LRS, the funds transfer will not be initiated until 45 days after e-mail notification or upon disapproval of appeal. (see AI 24-302 Para [3.1.5.1.](#)).
5. Commanders disagreeing with the findings of liability may appeal to the 31 LRS Operations Officer IAW AI 24-302.
6. If you elect to initiate a Report of Survey IAW AFMAN 23-220, please contact the Wing ROS monitor.
7. Please reference AFI 24-301, AFMAN 24-307 or any locally prepared vehicle control officer guide for the proper procedures. Please contact one of my maintenance controllers at DSN 632-7516 if you have any questions.

BRECK A. WOODARD, Capt, USAF

Operations Officer, 31st Logistics Readiness Squadron